

MINUTES OF REGULAR MEETING  
CHELFORD CITY MUNICIPAL UTILITY DISTRICT  
HARRIS AND FORT BEND COUNTIES, TEXAS

CHELFORD CITY REGIONAL WASTEWATER TREATMENT FACILITY

10 April 2023

STATE OF TEXAS §  
COUNTIES OF HARRIS AND FORT BEND §

The Board of Directors (the "Board") of Chelford City Municipal Utility District (the "District") of Harris and Fort Bend Counties, Texas, met in regular session, open to the public, on the 10th day of April 2023, at the Chelford City Regional Wastewater Treatment Facility Administration and Maintenance Building, 15027 Alief-Clodine Road, Harris County, Texas, outside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

John L. Gardner	President
Johnnie M. Brumfield	Vice President
Anna Ochoa	Secretary/Treasurer & Investment Officer
Bryant Magee	Asst. Vice President & Asst. Secretary
Warren Hector	Asst. Vice President & Asst. Secretary

and all of said persons were present, thus constituting a quorum.

Also attending were Diane Bailey of McLennan & Associates, LP, the Bookkeeper for the Chelford City Regional Wastewater Treatment Facility (the "Plant"); Norman Scholes, P.E., of Vogler & Spencer Engineering, Inc. ("VSE"), the District's Engineer; Carlous Smith of Si Environmental, LLC, ("SiEnviro"), the Operator of the Plant; Tanny Busby of Busby Environmental Services, Inc. (called "BES"); Laura Bonjonia of Envirodyne Laboratories, Inc. ("Envirodyne"); Winetta Billings and Connie Fowler of the board of directors of Chelford One Municipal Utility District ("Chelford One"); Gary Gassmann of the board of directors of Harris County Municipal Utility District No. 120 ("HCMUD 120"); David Bugyi of the board of directors of Harris County Municipal Utility District No. 147 ("HCMUD 147"); Kay Haynie of the board of directors of Mission Bend Municipal Utility District No. 1 ("MBMUD 1"); and Leroy Eaglin of the board of directors of Mission Bend Municipal Utility District No. 2 ("MBMUD 2").

Attending the meeting via teleconference were Ramon Castillo of SiEnviro; Taylor Reed, P.E., of VSE; Eston Hupp and Michael Martin of the board of directors of Chelford One; Frances Browning, Tracy Jones, and Sylvia Marinez of the board of directors of HCMUD 120; Lynea Gallagher, Michelle Miller, and Kay Pugh of the board of Directors of HCMUD 147; Mike Alderfer of the Board of Directors of MBMUD 1; Mary Bertrand, Susan Johnson, and Marlene Weppler of the board of directors of MBMUD 2; Patrick Newton, P.E., of LJA Engineering & Surveying, Inc., engineer for HCMUD 120; Jolie Craft, P.E., of VSE, engineer for HC MUD 147; Miles Fabian, P.E. of Baxter &

Woodman, Inc., engineer for MBMUD 2; Bintuan Zhu, P.E. of the City of Houston; and Dick Yale, Will Yale, and David Green of Coats Rose, P.C. ("Coats Rose"), the District's Attorney.

Director Gardner called the meeting to order.

### **General Comments**

The President recognized Mr. Gassmann, who reported that William Hammer, a director of HCMUD 120, had recently passed away.

### **Approval of Minutes**

The minutes of the meeting of 13 March 2023 were presented for the Board's consideration. Upon a motion duly made and seconded, the Board voted to approve the minutes of the meeting of 13 March 2023, as written.

### **Operations Report**

Mr. Smith reviewed the work performed at the Plant during the past month, as included in the Maintenance Items listed in the Operations Report, a copy of which is attached hereto. He then called the Board's attention to the Vibration Analysis Report for the digester blowers and process water pumps dated 4 April 2023 as prepared by G-M Inspection Services, Inc. in connection with the vibration readings collected at the Plant during March 2023. A copy of the Vibration Analysis Report is included with the Operations Report.

Mr. Smith reported that the Plant had not experienced any violations of the Permit to Dispose of Wastes for the reporting period of February 2023. He added that during February 2023 the Plant operated at 32.5% of its permitted capacity. He briefly reviewed the photographs of the work performed at the Plant, as included in the March 2023 Invoice, a copy of which is attached hereto. The Board then reviewed the Connection Account History for the Plant as included in the Operator's Report.

### **Bookkeeper's Report**

Next, Ms. Bailey submitted the Bookkeeper's Report for the Plant for the Board's consideration. She reviewed the bills to the Plant and the checks prepared in payment thereof. She then reviewed the payments of the Plant's expenses for the month of March 2023 as received from the Plant's participants.

Then the Directors examined the Operating Budget for the fiscal year ending 30 September 2023 and the Budget Comparison for March 2023, copies of which are included with the Bookkeeper's Report. The Board also reviewed and discussed the Accounts Receivable Recap and the Schedule of Special Projects Operating Budget as presented in the Bookkeeper's Report.

The Board completed the review of the bills to the Plant and the checks in payment thereof. Upon a motion duly made and seconded, the Board voted unanimously to authorize payment of the bills of the Plant. A copy of the Bookkeeper's Report for the Plant is attached hereto.

### **Testing and Analysis of Wastewater Collection System**

Then Mr. Busby reviewed the report on the results of testing and analyses at the Plant and in the Plant's collection system, a copy of which is attached hereto. He discussed in detail the results of the confirmation testing of samples taken from the sampling wells located near (1) the La Michoacana meat market at 8145 SH 6; (2) GFL Environmental at 8515 SH 6; (3) the Texaco station at 15050 Beechnut; and (4) the West Park Crossing strip center at 3711 SH 6. Ms. Bonjonia then reported that the next round of biomonitoring was scheduled to begin on 8 May 2023.

### **Engineer's Report**

Next, Mr. Scholes presented the Engineer's Report, a copy of which is attached hereto.

Mission Bend Integrated Water System (the "Integrated Water System"). Mr. Scholes reported on the status of the Integrated Water System, as detailed in the Engineer's Report attached hereto. He noted that VSE would need to begin design in the third quarter of this year for the conversion to chloramine disinfection at the water plants in the Integrated Water System. At this time, he told the Board, the West Harris County Regional Water Authority (the "WHCRWA") is projected to provide surface water to the Integrated Water System in the fourth quarter of 2025 or early 2026. Mr. Scholes stated that the Board's next meeting with the member districts of the Integrated Water System would be held at 6:30 p.m. on Wednesday, 31 May 2023.

Wi-Fi System for Plant SCADA. The Board discussed the status of the upgrades to the Wi-Fi System at the Plant by Fitch Services, Inc. ("Fitch"). Mr. Scholes stated that Fitch has completed the start-up of the Wi-Fi System and that everything is functional.

Waste Activated Sludge Pumps (the "Sludge Pumps"). Mr. Scholes reported on the contract with Sustanite Support Services, LLC ("Sustanite") for the Sludge Pumps project. He stated that construction on the Sludge Pumps was substantially complete. Mr. Scholes added that Sustanite is working to address the punch list items that were noted during the final walkthrough inspection.

Rotary Drum Screen Replacement for Scum System (the "Screen Replacement"). Mr. Scholes reported on the contract with Gilleland Smith Construction, Inc. ("Gilleland") for the Screen Replacement. He informed the Board that the delivery of the components for the Screen Replacement was scheduled for June 2023.

Replacement of Headworks "A" Washer Compactor (the "Compactor Replacement"). Mr. Scholes reported that the delivery of the components for the Compactor Replacement project was scheduled for early July 2023.

Replacement of Digester Blower No. 1 (the "Blower Replacement"). Mr. Scholes reported on the contract with C3 for the Blower Replacement. He stated that the delivery of the components for the Blower Replacement was expected in early May 2023.

Sludge Horizontal Screw Conveyors (the "Sludge Conveyors"). Mr. Scholes reported on the contract with C3 Constructors, LLC (called "C3") for the Sludge Conveyors. He stated that C3 had received the components and was working with SiEnviro to reduce the level of solids in the wastewater flow so that the work could be performed on the Sludge Conveyors.

Upgrade of 2.5-ton Air Conditioner in Operator Room to 4-ton Unit. Mr. Scholes reported that GH Mechanical & Services, LLC ("GHMS") had installed the new 4-ton air conditioning unit. He added that GHMS would perform the startup of the air conditioning system once the inlet covers have been delivered.

Replacement of Pressure Tank on NPW System (the "Pressure Tank Replacement"). Mr. Scholes reported on the contract with Sustanite for the Pressure Tank Replacement. He stated that construction was in progress and that VSE was continuing its review of the contractor submittals.

Proposed Replacement of Thickener Sludge Pump. Mr. Scholes recalled that the bids for the Thickener Sludge Pump were received on 10 March 2023. He stated that the lowest bid submitted was \$320,000, which was significantly higher than expected. VSE is reviewing different options that might allow for a reduction in the project cost, he continued, and will present a recommendation at a future meeting of the Board.

City of Houston (the "City") / Withdrawal from Plant. Mr. Scholes stated that he had nothing new to report at this time regarding the future withdrawal by the City from the Plant.

Electrical Conversion (4160V to 480V) for Positive Displacement Blower (the "Conversion"). Mr. Scholes reported that VSE received four bids for the Conversion project. He stated that the apparent low bid was submitted by Clarion Electrical, LLC ("Clarion") in the amount of \$2,105,355. A copy of the bid tabulation for the Conversion project is included with the Engineer's Report. Mr. Scholes stated that the VSE will review the qualifications of Clarion and will present a recommendation for the award of the project at the Board's meeting on 1 May 2023.

Turbo Blower Replacement. Mr. Scholes reported that VSE was working on the design to phase out the existing aeration turbo blowers as they reach the conclusion of the 10-year warranty period. He noted that the 10-year warranty period on three blowers will expire in 2024, with another set to expire in 2025.

Feed Line on Clarifier No. 4 (the "Feed Line"). Mr. Scholes reported that the replacement of a 28-inch section of the Feed Line at a cost of \$22,500 would be addressed through a change order to the contract with C3 for the Screw Conveyors project.

Completed Projects / Warranty Expirations. Mr. Scholes then reviewed with the Board the status of the warranties on the contracts for certain projects at the Plant as detailed in the Engineer's Report.

Plant Tour. Mr. Scholes reminded all in attendance that the tour of the Plant facilities would be conducted on Saturday, 15 April 2023.

Then, after review, upon a motion duly made and seconded, the Board voted unanimously to (1) accept the Engineer's Report;

### **Attorney's Report**

Mr. Dick Yale presented the Attorney's Report.

West Harris County Municipal Utility District No. 4 ("WHCMUD 4"). The Board discussed matters relating to the request from WHCMUD 4 to purchase wastewater treatment capacity in the Plant (the "Plant Capacity"). Mr. Yale recalled that earlier this year the District's Attorney had transmitted a letter to Smith Murdaugh Little & Bonham, LLP, the attorney for WHCMUD 4, requesting that the board of directors of WHCMUD 4 provide the District with correspondence confirming the intention (either way) of WHCMUD 4 with regard to the purchase of the Plant Capacity. To date, he told the Board, WHCMUD 4 had not responded to the request from the District.

There being no further business to come before the Board, the meeting was adjourned.

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Secretary, Board of Directors

SEAL

Chelford City Municipal Utility District  
Chelford City Regional Wastewater Treatment Facility  
Meeting of 10 April 2023  
Attachments

1. Operations Report;
2. Invoice from Si Environmental, LLC;
3. Bookkeeper's Report;
4. Testing & Analysis Reports; and
5. Engineer's Report.